



Proper Care and Storage of Text-based LRs

The storing and safeguarding of the delivered Goods will be the responsibility of the recipient school once the full process of site inspection, acceptance, and turn-over are accomplished.

To help learners treasure learning
resources...

To the Learner

Write your name clearly under the column "Issued to."

Use the following letters in recording the condition of the book:

A New Book

B Used Book in Good Condition

C Used Book in Fair Condition

D Used Book in Poor Condition

Always repair damaged textbooks.

Take Care of Your Book

Dos:

1. Cover your book with plastic or manila paper. Old newspaper and magazines will do.
2. Be sure your hands are clean when you handle or turn the pages.
3. When using a new book for the first time, lay it on its back. Open only a few pages at a time. Press lightly along the bound edge as you turn the pages. This will keep the cover in good condition.
4. Use a piece of paper or cardboard for bookmarks.
5. Paste or tape immediately any torn pages.
6. Handle the book with care when passing from one person to another.
7. Always keep your book in a clean dry place.
8. When your book is lost, report it to your teacher right away.

Don'ts:

1. Do not fold the pages.
2. Do not write on the cover or pages.
3. Do not cut out any picture.
4. Never tear or detach any page.
5. Do not leave it open or lying face down when not in use.
6. Do not use pencils, ballpens, or thick objects as bookmarks.
7. Do not force the book into a packed schoolbag.
8. Do not use it to cover your head when it is raining.
9. Do not sit on it.

Proper Care and Storage of Text-based LRs

But the practice shows otherwise



Always store books upright or flat, keeping similarly sized books together



Never lean them at an angle or vertically on their spine or pages



Never lean them at an angle or vertically on their spine or pages



Shelve learning resources of similar size together



Cover the learning resource with plastic or manila paper



Cover the learning resource with plastic or manila paper




Pag-aari ng Pamahalaan
HINDI IPINAGBIBILI

3

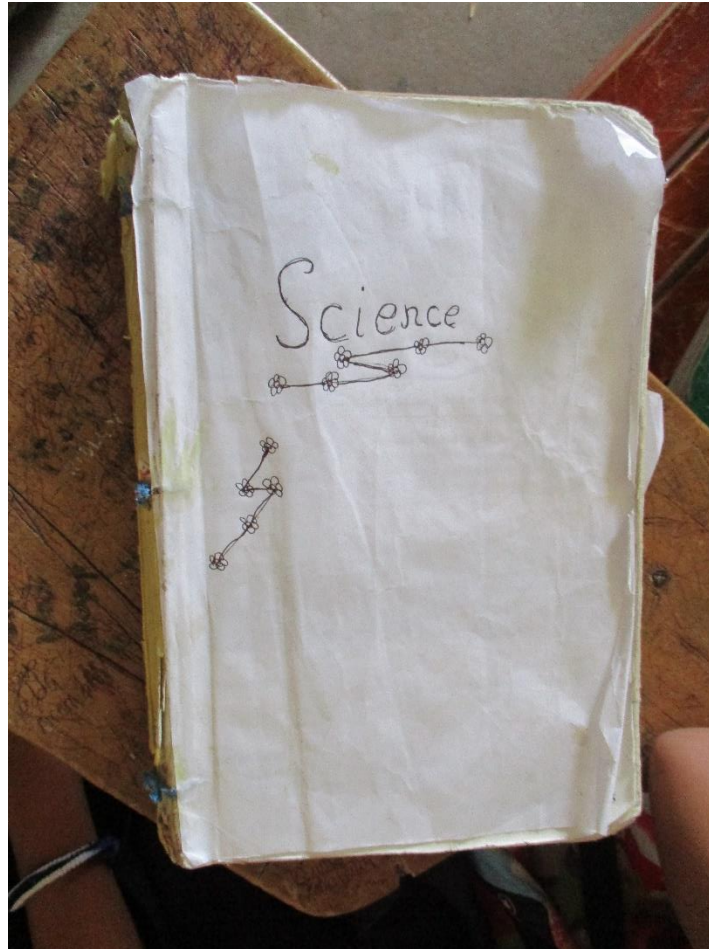
Mother Tongue-Based Multilingual Education

Kagamitan ng Mag-aaral Ilokano



Kagawaran ng Edukasyon
Republika ng Pilipinas

Do not write on the front cover or pages (except for Kdg and Grade 1 English AS)



Book Cover Elements: Inside Front

■ K to 6

Talaan ng Paggamit ng Aklat

Paaralan: _____

Purok: _____

Sangay: _____

Rehiyon: _____

Kailan natanggap sa paaralan: _____

Pangalan ng Humiram	Kailan Ipinahiram	Kondisyon	Kailan Isinauli	Kondisyon

Sa Guro

Isulat ang pangalan ng mag-aaral sa hanay na "Pangalan ng Humiram." Gamitin ang sumusunod na titik sa pagtatala ng kondisyon ng aklat:

- A Bago
- B Gamit na ngunit maayos pa
- C May kaunting sira
- D Maraming sira

■ 7 to 10

Book Record

School: _____

Division: _____ Region: _____ Date Received by School: _____

Issued to (Name of Student)	Date Issued	Condition	Date Returned	Condition

To the Student

Write your name clearly under the column "Issued to." Use the following letters in recording the condition of the book:

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Do not pack learning resources too tightly on the shelves or they may crack or become scratched if they are pulled out too roughly



Consider minimal exposure to all kind of light. Avoid exposure to direct or intense light.



Storage must be free from pest (mice) or termites



Do regular dusting and housekeeping



Never store LRs in plastic containers/ bags to prevent moisture/molds to build up, rather in acid-free paper so as to prevent discoloration



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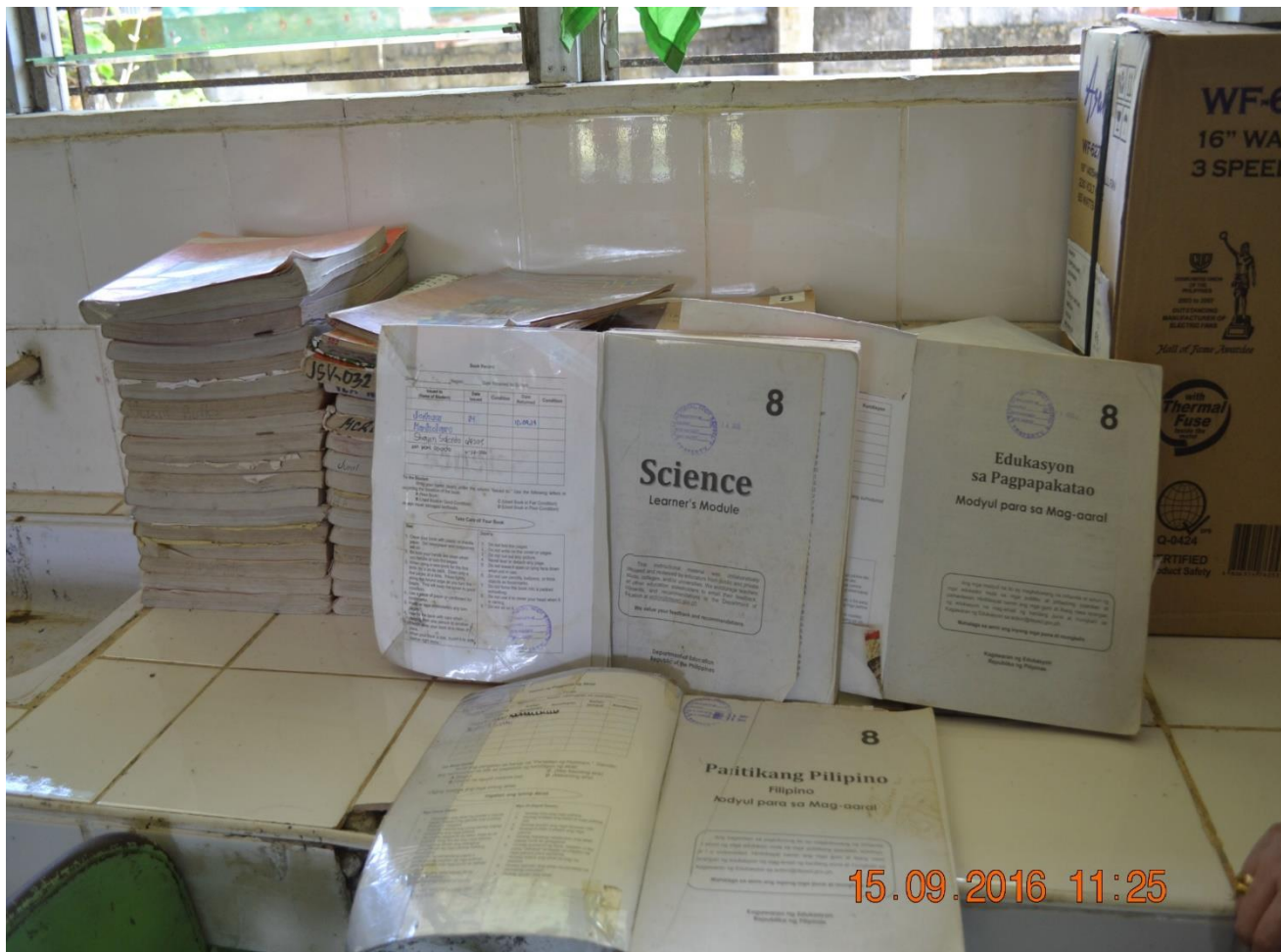
The storage facility should be free from contamination of chemicals or its fumes



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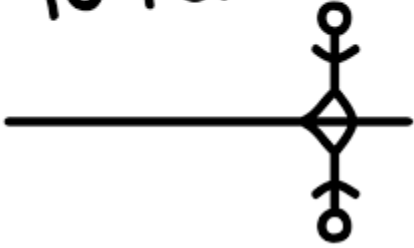
A cool (room temperature or below), relatively dry, clean, and stable environment





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Take time
to reflect



What are the practices I observe to keep the learning resource in good physical condition?